

# PCT EXHIBITOR INFORMATION

## EXHIBIT SPACE FEES

Exhibit space for member companies is \$575 for a single space and \$775 for a double space. For non-members, the rate is \$900 for a single space and \$1100 for a double space. The fee includes a draped table and two complimentary registrations per space. Additional exhibitor registrations are available at \$50 per registrant.

## EXHIBIT HOURS

The exhibit area is located adjacent to the main meeting area. To encourage attendees to spend time in the exhibit area, several meal and social functions will take place inside the hall. This setup provides a productive time, in a relaxed atmosphere, for exhibitors to network with prospective customers. Below are the times & functions taking place in the exhibit hall:

### MONDAY January 22, 2018

**1:00 PM – 7:00 PM** Exhibitor Setup  
**6:00 PM – 9:00 PM** Casino Night

### TUESDAY January 23, 2018

**10:00 AM – 1:00 PM** Exhibit Hall Open  
**2:30 PM – 5:30 PM** Exhibit Hall Open  
**6:30 PM – 8:00 PM** President's Reception

### WEDNESDAY January 24, 2018

**7:00 AM – 8:00 AM** Breakfast  
**7:00 AM – 5:00 PM** Exhibit Hall Open  
**Noon – 1:00 PM** Lunch in Exhibit Hall  
**5:00 PM** Exhibitor Breakdown

### THURSDAY January 25, 2018

**7:30 AM – 12:30 PM** Exhibitor Breakdown  
(If not completed prior evening)

## SPACE ASSIGNMENT

Exhibitors that are members of the NCPMA will be assigned a booth on a first-come/first-served basis as determined by receipt of payment in the association office. Exhibitors that are not NCPMA members will be assigned a booth after all NCPMA members have received their booth assignments. Keep in mind that the last date to register and ensure listing in the final program is December 15, 2017. Although registrations will be accepted after that date, early registration is encouraged. All registered and confirmed exhibitors are asked to set up displays beginning at 1:00 PM on Monday, January 22, 2018.

## CANCELLATION POLICY

Payment in full is due, along with this signed contract, no later than December 18, 2017. Exhibit booths after this date will be on a space available basis only. Written cancellations will be accepted up until December 18, 2017, minus a \$75 processing fee. No refunds of prior deposits shall be given for requests made on or after December 18, 2017.

## EQUIPMENT AND POWER

Electricity is included in your booth fee. Exhibitors may rent screens, projectors and other audio/visual equipment directly from the hotel. These rental costs are not included in the registration fee and are entirely the responsibility of the exhibitor. For arrangement of audio/visual equipment, call the NCPMA office at 800.678.6722.

## SHIPPING

Materials can be shipped directly to the Sheraton Imperial Hotel & Convention Center. Shipments must be prepaid and should not arrive before Thursday, January 18, 2018. There is a loading dock, however, the hotel does not accept crates, pallets and large shipments (any one item over 100 lbs). Shipments should be addressed as shown below.

**Person's Name**  
**Sheraton Imperial Hotel & Convention Center**  
**4700 Emperor Blvd**  
**Durham, NC 27703**  
**Attn: NCPMA Event January 22-25, 2018**

## LIABILITY

In no case shall NCPMA, its officers, or agents, be responsible for loss, theft, damage or injury of any nature to any person or article. It is recommended that exhibitors carry their own theft and other essential insurance.

## SOLICITATION AND RECRUITMENT

Exhibitors are expressly forbidden from soliciting to sell an existing or franchise business, or recruiting into employment, any attendees before, during or following this year's PCT School. The purpose of the NCPMA PCT School is for education and enrichment about products and services that enhance the facilitation of the Pest Management industry.

Anyone found to be in violation of this cause may forfeit their right to exhibit in future years' PCT Schools.

# IMPORTANT INFORMATION

## NCPMA CASINO NIGHT

Join us on Monday, January 22, 2018 from 6:00 PM – 9:00 PM for Casino Night! This event is open to all PCT School exhibitors and attendees. The North Carolina Pest Management Association will be hosting a fun filled Casino Night in lieu of the invitation only Board of Directors Dinner. This event will feature professional dealers, fantastic prizes, and a chance to network with pest professionals from across the state and around the region. Registration is available to exhibitors as follows:

- Platinum sponsors will automatically be featured on all signage throughout the event.
- Platinum sponsors will receive two free admission tickets to attend Casino Night.
- Gold, Silver or Bronze level sponsors will receive one free admission ticket to attend Casino Night.
- Exhibitors and sponsors of any level may purchase a bank of tickets for \$200 to be used for additional staff or customers. (Attendees tickets are being sold for \$50 per person so this is a savings of \$50!)
- Non-sponsoring exhibitors who would like to attend Casino Night may do so by purchasing individual tickets at \$50 each.

## EXHIBITORS DATES

### December 18, 2017

- ❖ Last day to register for exhibit space AND ensure inclusion in program and on signage.
- ❖ Last day to receive a refund for exhibit space cancellation, minus a \$75 processing fee.
- ❖ Payment in full is due, along with signed contract.

### January 18, 2018

- ❖ First day exhibit materials can arrive at the Sheraton Imperial Hotel.

## NCPMA PCT SCHOOLS

10460 North Street

Fairfax, VA 22030

800.678.6722

Email: [NCPMA@pestworld.org](mailto:NCPMA@pestworld.org)

Website: [www.ncpestmanagement.org](http://www.ncpestmanagement.org)

### Hotel Accommodations

For your convenience the North Carolina Pest Management Association has reserved a limited number of rooms at the Sheraton Imperial Hotel and Convention Center. To make reservations contact the Sheraton directly at 919.941.5050 or central reservation number at 800.325.3535. Make sure to make your reservations before December 22<sup>nd</sup> and mention **North Carolina Pest Management Association** to receive the special room rate of \$115 per night. After December 22<sup>nd</sup> rooms & rates are subject to availability.

#### Address:

**Sheraton Imperial Hotel  
& Convention Center**

4700 Emperor Blvd., Durham, NC 27703

Phone: 919.941.5050

Fax: 919.941.5156

Website: [www.sheraton.com](http://www.sheraton.com)

**Questions? Call 800.678.6722**  
or email [NCPMA@pestworld.org](mailto:NCPMA@pestworld.org)

# EXHIBITOR CONTRACT

## GENERAL INFORMATION

Company Name \_\_\_\_\_ Contact Name \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Email \_\_\_\_\_

Items Needed: ☐ Electric (provided) ☐ Phone Line ☐ Other \_\_\_\_\_

### Company Representative #1

Name: \_\_\_\_\_ Email: \_\_\_\_\_

To earn CCUs, please provide the following info from your NCDA & CS ID Card:

LTYPE, FNUM: \_\_\_\_\_ Name as it appears on ID Card: \_\_\_\_\_

### Company Representative #2

Name: \_\_\_\_\_ Email: \_\_\_\_\_

To earn CCUs, please provide the following info from your NCDA & CS ID Card:

LTYPE, FNUM: \_\_\_\_\_ Name as it appears on ID Card: \_\_\_\_\_

## ADDITIONAL REGISTRANTS

The first two exhibitor registrants are included in exhibit costs. There is a \$50 registration fee for each additional exhibitor registrant. Please list all additional exhibitors: (These registrants are not eligible to earn CCUs.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## TOTAL FEES:

Exhibit space fee: \$ \_\_\_\_\_

Additional registrants: Qty \_\_\_\_\_ Total \_\_\_\_\_

Casino Night tickets (\$50/ticket): Qty \_\_\_\_\_ Total \_\_\_\_\_

Casino Night Ticket Book (\$200/5 tickets) Qty \_\_\_\_\_ Total \_\_\_\_\_

**GRAND TOTAL:** \$ \_\_\_\_\_

## EXHIBIT SPACE

(All space includes a draped table and two complimentary registrations.)

**NCPMA Members** **Non-Members** Single

☐ Space \$575

☐ Single Space \$900

☐ Double Space \$775

☐ Double Space \$1100

## PAYMENT METHOD (Make check payable to NCPMA)

Check # it Appears on Card: \_\_\_\_\_ Credit Card Type: ☐ Visa ☐ MasterCard ☐ American Express

Cardholder's Signature: \_\_\_\_\_ Security Code \_\_\_\_\_ Amount \_\_\_\_\_ Exp. Date \_\_\_\_\_  
Credit Card # \_\_\_\_\_

Office Use Only

Date Received: \_\_\_\_\_ Check Amount: \_\_\_\_\_ Check Number: \_\_\_\_\_ Co. or Ind. \_\_\_\_\_ COA#322

# SPONSORSHIP INFORMATION

## BENEFITS OF SPONSORSHIP

LEVELS	PLATINUM	GOLD	SILVER	BRONZE
Company name listed in official PCT program	X	X	X	X
Company name displayed on signage during sponsored event	X	X	X	X
Sponsor Level ribbons to wear during entire conference	X	X	X	X
Recognition in monthly issues of newsletter through February 2018	X	X	X	X
Company name mentioned during the PCT school welcome and at the general membership meeting	X	X	X	X
Company name listed on general sponsorship sign	X	X	X	
Complimentary ad in the official PCT Program	X Full Page	X Half Page	X Quarter Page	
Free ticket(s) to attend Casino Night	X Two	X One	X One	X One
Signage by bar and throughout room on Casino Night	X			

## SPONSORSHIP LEVELS

*\*Please note – booth fees are not included with sponsorship*

**Platinum Level Support**  
**\$1,000+**

**Gold Level Support**  
**\$750+**

**Silver Level Support**  
**\$500+**

**Bronze Level Support**  
**<\$500**

### President's Reception

☐ \$1250 ☐ \$850 ☐ \$500

### Lunch in Exhibit Area

☐ \$1250 ☐ \$750 ☐ \$500

### Hospitality Suite

☐ \$750 ☐ \$500 ☐ \$350

Contact Name: \_\_\_\_\_

Company: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone /Fax: \_\_\_\_\_

Email Address: \_\_\_\_\_ Total Sponsorship Amount \$ \_\_\_\_\_

## PAYMENT METHOD (Make check payable to NCPMA)

Check # \_\_\_\_\_ Credit Card Type: ☐ Visa ☐ MasterCard ☐ American Express

Credit Card # \_\_\_\_\_ Security Code \_\_\_\_\_ Amount \_\_\_\_\_ Exp. Date \_\_\_\_\_

Name as it Appears on Card: \_\_\_\_\_

Cardholder's Signature: \_\_\_\_\_

**Please return this form no later than December 18, 2017, along with payment in full to:**

**NCPMA, 10460 North Street, Fairfax, VA 22030**

**Questions? Call 800.678.6722**

Office Use Only

Date Received: \_\_\_\_\_

Check Amount: \_\_\_\_\_

Check Number: \_\_\_\_\_

Co. or Ind: \_\_\_\_\_

COA #322